

**TOWN OF WENHAM**  
**Position Description**  
**FLSA: Non-Exempt**

(Last amended 1-29-14)

Position Title: **Clerical Assistant/Secretary**

Department: Highway Department

Reports To: DPW Director

Status: Part-time (19 hrs. / wk.)  
Up to \$18.00 per hour

**GENERAL SUMMARY:**

Under general direction of the DPW Director, provides administrative support to the Highway Department, Town Building and Grounds Program (B/G), and performs special project assignments. Assistant will serve as liaison between various Town constituencies, citizens, Town Boards, and inspectors.

**ESSENTIAL JOB FUNCTIONS \*:**

- Provides administrative support to Highway Department and B/G Program, including but not limited to the B/G revolving account and grant programs.
- Establishes and maintains a variety of files, reports, and records.
- Performs special project assignments as requested. (e.g. prepares excel spreadsheets on budgets, help to write reports for grants or prepare Chapter 90 paperwork.)
- Composes and prepares confidential correspondence.
- Responds to a variety of inquiries and requests from residents, members of Town Boards, attorneys and residents.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Establishes and maintains databases and filing structures related to the information of the Highway Department.
- Functions as a supporting departmental contact for state and federal applications and activities related to the functions of the Highway Department.
- Performs other related duties as assigned.

Continued. . .

## **Clerical Assistant/Secretary**

### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Duties require a knowledge equivalent to completion of two years of college and five years of experience with application of local regulations and the operations of municipal government.

Ability to use the Town's Financial Management System (VADAR) with training.

Ability to perform a variety of administrative tasks accurately and efficiently within deadlines and subject to a variety of interruptions and changing priorities.

Ability to prioritize tasks and deal effectively with interruptions.

Ability to communicate clearly and concisely with a variety of internal and external constituencies, especially during Town emergencies.

Ability to interact effectively and tactfully with a wide variety of individuals including the general public and all Town employees.

Ability to understand, interpret, and explain Town policies related to the operations of the Highway Department offices.

Ability to analyze information and develop and present appropriate recommendations to your supervisors.

Strong time management skills to effectively coordinate and manage multiple project assignments.

### **SUPERVISORY RESPONSIBILITIES**

None

### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist internal and external customers on the telephone or in person.

May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

Continued. . .

**Clerical Assistant/Secretary**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

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Approval

\_\_\_\_\_  
Date